**LYNNWOOD**
WASHINGTON

| TITLE: | POLICY: |
|---|---|
| Standardization of Policy Development and Publishing | **EXE-001-2020** |

| EFFECTIVE DATE: 5/27/2020 | SUPERSEDES:  N/A | |
|---|---|---|

| DocuSigned by: *Nicola Smith* MAYOR NICOLA SMITH | DocuSigned by: *Karen Fitzthum* INTERIM CITY CLERK KAREN FITZTHUM |
|---|---|

**APPLICABLE TO:**  All City Departments, Offices, Employees and Elected Officials

**POLICY STATEMENT**:  Policies will be clearly written and published for the benefit of employees, elected officials and the public for the purpose of common understanding of the operations of the City.

**CITY VISION ALIGNMENT:**  This policy furthers the goal of being an efficient, inclusive, transparent and accountable government through clear statements of policy.

**PURPOSE**: This policy provides for the standard development of policies, using a common format, language, naming convention, and publishing location and procedures for ensuring ease of access for all interested individuals.

**DEFINITIONS:**

Administrative Policy:  Policies which direct employees and elected officials in the safe, efficient, and accountable performance of their duties or the use of City resources and equipment, such as technology.

Department Policies:  Policies and procedures adopted by a Department Director that support and direct staff in only their department.  Any policy affecting more than one department or office will be an Administrative Policy.

Legislative Policy:  City Council adopted Resolutions regulating the municipal affairs and good governance of the City.  Standard format for these policies will be determined by the Council.

**RESPONSIBILITIES:**

Directors, appointees, elected officials and employees are responsible for development of policies for the consideration and adoption by the Mayor or Council.  Elected officials will adhere to Administrative Policies where it applies to City business; examples include, but are not limited to technology, records retention, vehicle or equipment use, or the use of City property.

1. **Naming and numbering:**

All Administrative policies will be identified by the type, number and year adopted or last revised.  As an example, an HR policy might be numbered as HR-770-2014.

2. **Types of policies will be abbreviated using this standard:**

CD:  Community Development

EC:  Economic Development

EXE: Executive Office

FIN: Finance

HR:  Human Resources

IT:  Information Technology

MC:  Municipal Court

PD:  Police Department

PW:  Public Works

PRC: Parks, Recreation and Cultural Arts

REC:  City Clerk Records and Archiving

RES:  City Council adopted Resolutions

3. **Numbering**:  The second part of the policy will be 3 digits, beginning with 001, for each Department or Office.

4. **Year**: The third part will be the year adopted and updated when the policy is amended to reflect the most current version of the policy.

5. **Formatting:**  Updated and new policies will use the standard template provided by the City Clerk.  All fonts will be serif to improve accessibility.

6. **Publishing location:**  All Administrative and Legislative polices will be published on the City website.

7. **Procedures:**

   a. Identify the need for the policy, what you are trying to achieve and what is the intended effect.

   b. Determine who is responsible to lead the policy development, managing of stakeholders, and adoption of the policy. Identify if Mayor or Council will adopt the policy.

   c. Identify stakeholders. Include individuals that will be affected and responsible for ensuring communications and compliance with the new or updated policy. Be inclusive and diverse in selecting stakeholders to benefit the greater community.

   d. Draft the policy using the approved template and include:

   Applicability – List all individuals that will follow the policy. Consider volunteers as well as employees and elected officials.

   Policy Statement – Include the reason and benefit of the policy.

   Vision and Strategic Alignment – State how the policy supports the City vision, priorities, goals and/or strategic plan.

   Purpose – Describe how the policy will be used to achieve the policy statement.

   Definitions – Provide definitions. Check on references to a state or city code to ensure alignment with those definitions. Be clear if you have words with specific meaning or purpose.

   Responsibilities – Identify who will be responsible for taking what actions in support of the policy.

   Procedures – Identify the steps to take or identify who is responsible for creating, adopting and communicating the procedures.

   e. Gather input from stakeholders and incorporate updates. Consider the input of a diverse group of individuals to determine if the policy creates or continues inequity in access or opportunity for affected individuals. Repeat review as needed.

   f. Consider if procedures should be developed to implement the policy. Some policies may contain procedures to provide clear steps for all to follow. Other policies may not if the procedure should be unique to a department or group. Details on procedures that support the policy may be adopted separately to provide for more agile process improvements that may still adhere to the adopted policy.

   g. Review the draft policy with Mayor, City Clerk, Department Directors and Officers. Incorporate updates as needed.

h.  If the policy is an Administrative Policy the City Clerk will route the policy for electronic signature to the Mayor and Department Director.

i.  If the policy is a Legislative Policy, it is adopted via resolution by the City Council.

j.  Policies should be reviewed regularly, and as needed, revised to reflect changes in law, technology and best practices.